

<p style="text-align: center;"><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	<p>Policy Number</p> <p style="text-align: center;">18.9</p> <p>Date Filed</p> <p style="text-align: center;">February 15, 2006</p>	<p>Total Pages</p> <p style="text-align: center;">4</p> <p>Effective Date</p> <p style="text-align: center;">June 2, 2006</p>
<p>References/Authority</p> <p>KRS 196.030, 196.035 and 196.610</p>	<p>Subject</p> <p style="text-align: center;"><b>OUT-OF-STATE TRANSFERS</b></p>	

## I. DEFINITIONS

None

## II. POLICY and PROCEDURES

- A. A recommendation for transfer out-of-state shall be initiated by the Reclassification Committee or Central Office Classification Committee. An out-of-state transfer may only be recommended for safety or security reasons. An out-of-state transfer shall also be recommended to provide special housing or security placements. A transfer to enhance visitation may not be considered.
- B. If a decision is made to review an inmate for possible out-of-state placement, a reclassification hearing shall be scheduled as required in CPP 18.1. For security reasons, it may not always be necessary for the inmate to be notified or appear for this hearing.
  1. If the Classification Committee recommends an out-of-state placement, appropriate staff shall prepare a Transfer Authorization Form listing "Out-of-State Placement" in the space marked "Recommend Transfer To". A complete report detailing the reason for the recommendation of the out-of-state placement shall also be prepared.
  2. This material shall be forwarded to the Central Office Classification Committee for review.
  3. The institution shall provide the Classification Branch Manager with two (2) information packets containing the following materials to be used in securing placement.
    - a. Copies of all commitment orders on all charges.
    - b. Copies of all Pre-Sentence Investigation Reports.

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- c. Two (2) pictures and two (2) fingerprint cards (may be optional due to security reasons). If not included in the initial packet these shall be transported with the inmate.
  - d. A summary of all institutional disciplinary reports.
  - e. A detailed summary of the inmate's current medical status.
  - f. Summary of the inmate's current psychological status.
  - g. A copy of the Resident Record Card.
- C. The Central Office Classification Committee shall review the recommendation of the reclassification committee.
  - 1. If approved, the material shall be forwarded to the Interstate Compact Administrator for Adult Institutions to secure placement in another correctional system.
  - 2. If the Interstate Compact Administrator for Adult Institutions is able to secure placement in another correctional system for the inmate, the institution shall be notified and informed as to what steps to take to initiate the transfer.
- D. Any request from federal authorities or from authorities in another state for Corrections to house an inmate convicted in another jurisdiction shall be forwarded to the Interstate Compact Administrator for Adult Institutions for review.
  - 1. If the Interstate Compact Administrator feels the inmate is appropriate to be housed in Kentucky, he shall forward the information to the Classification Branch Manager, and if necessary, to the STG Coordinator, for review.
  - 2. If approved, the sending state shall be required to provide a complete copy of the inmate record and shall be asked to accept a Kentucky inmate in exchange, if appropriate.
  - 3. The sending state shall also be required to provide a copy of the inmate's medical record.
  - 4. The Interstate Compact Administrator for Adult Institutions in conjunction with the Classification Branch Manager shall determine to which institution the inmate will be transported for admission.

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- E. A duplicate set of all medical and institutional records including all commitment orders, shall accompany any inmate transferred out-of-state or to a federal institution. A similar set of records shall be required for any inmate received in an exchange agreement or being accepted from another state.
- F. After an out-of-state placement has been secured for an inmate, the inmate shall appear before the institutional classification committee to be notified of the transfer.
  - 1. Procedures in CPP 18.1 shall be followed.
  - 2. This hearing shall be tape recorded and the tape maintained at the institution.
- G. If an inmate is being housed in Kentucky for another state, the Classification and Treatment Officer assigned to the case shall be responsible for completing a progress report on the inmate every six (6) months from the date the inmate is received.
  - 1. The report shall give an accurate description of the inmate's adjustment, program participation and any other information pertinent to the case.
  - 2. The report shall be approved by the Classification and Treatment Officer's supervisor and appropriate Deputy Warden prior to being forwarded to the Interstate Compact Administrator for Adult Institutions.
  - 3. A progress report on any Kentucky inmate housed in any state shall be requested.
- H. If, at any time, the Warden of the institution housing an out-of-state inmate feels that it is no longer appropriate to house the inmate in Kentucky, a request shall be made to the Classification Branch Manager to remove the inmate from Kentucky Corrections.
- I. If an institutional classification committee is considering reducing the original custody level an inmate was assigned at admission, or transferring the inmate to an institution of a different security level, a request shall be made to the Classification Branch Manager stating the reasons for the request. This action shall have the approval of the Classification Branch Manager and the state in which the inmate is convicted.
- J. If an institution transfers an out-of-state inmate to another institution, the Interstate Compact Administrator for Adult Institutions shall be notified.

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- K. Except in emergency situations, if an out-of-state inmate requires extraordinary medical or dental services the institution shall contact the Adult Institutions Medical Division to request that prior approval be sought from the sending state or department prior to scheduling the services.
- L. Institutions housing out-of-state inmates shall be required to forward extraordinary medical and dental bills on out-of-state inmates to the Adult Institutions Medical Division to seek payment from the sending state or department.